

**Report Date:** 09 May 2014

**Summary Report for Individual Task**  
**805C-LF4-3539**  
**Administer Postal Management Information System**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are assigned to a Military Post Office and are required to use the Postal Management Information System with the products listed below: a. Department of Defense (DoD) 4525.6-M (Postal Manual). b. DoD 4525.6-STD (Transit Time Information Standard System for Military Mail). c. Population census data. d. Financial transaction data. e. Request for Transit Time Information System for Military Mail (TTISMM) survey.

**Standard:** Prepare the Postal Activity Reporting System (PARS) and the Transit Time Information System for Military Mail (TTISMM) report without error.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** All required references, forms and technical manuals will be provided by the local Command.

**Notes:** None

**Performance Steps**

1. Complete and submit quarterly Postal Activity Reporting System (PARS) report.
2. Complete and submit annual PARS report.
3. Submit the PARS report to arrive at the Major Army Command (MACOM) or higher headquarters IAW established suspense date.
4. Collect/review all transit time data for accuracy.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to administer the postal management information system.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Completed and submitted quarterly PARS report.			
2. Completed and submitted annual PARS report.			
3. Submitted the PARS report to arrive at the MACOM or higher headquarters IAW established suspense date.			
4. Collected/reviewed all transit time data for accuracy.			

#### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	DOD 4525.6-STD	Transit Time Information Standard System for Military Mail	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-STD	Transit Time Information Standard System for Military Mail	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-STD	Transit Time Information Standard System for Military Mail	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-STD	Transit Time Information Standard System for Military Mail	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

#### Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
805C-LF4-3523	Spot Check Processed Mail	805C - Adjutant General (Individual)	Obsolete

**Supporting Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3523	Spot Check Processed Mail	805C - Adjutant General (Individual)	Obsolete

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Reviewed

**Supported Collective Tasks :** None